This attachment contains a checklist of information that Ultra-systems requires in finalizing the research design for the Evaluation and Analysis of the Job-Client (Cleff) Matching Project, Contract No. B2C-5415. The checklist is intended to serve as an advance notice to define the scope and intent of the initial visit to your agency to be made by Ultrasystems in conjunction with the OEO Program Evaluation Officer during the week of July 24th.

This checklist is not a request for the actual data, but rather a checklist to provide Ultrasystems with a detailed definition of what the available data is in terms of format, content, and media. The collection of the available data will occur later in the project.

The checklist covers the following major categories:

1) Determine the content, format, and availability of data recorded on each client and job that is part of the Cleff experiment including those in the Control Group.

2) Determine the manner in which the experiment is being conducted by your agency, particularly with regard to transitioning between the Cleff System and the traditional placement process.

3) Determine the organization, staffing, and functions of each agency, particularly as they relate to the Cleff Job Matching System experiment.

If you have any questions concerning the nature of the data being sought, please call Mr. Stanley Nathanson, Project Director, CJMS Evaluation Project, c/o Ultrasystems, Inc., Newport Beach, California, at 714-644-4100.

<u>Checklist</u>

I. Data Related To Client Applications, Job Orders, and Referral/
Placement Activities

   1. Copies of all forms used in conjunction with the placement
process:

      1) Client Application

      2) Client Self Interview Checklist and instructional
material (if any). English and Spanish versions.

      3) Job Order Form(s)

      4) Job Outline Checklist

      5) Training Opening Form(s)

      6) Forms used to record referrals including referral
(client) introductory card

      7) Referral verification forms, e.g., employer mail-in
cards, applicant mail-in cards

      8) Forms used to validate status of orders

      9) Forms used to validate status of clients

   2. How are files organized and purged?

      a) Client files

      b) Job Order files

   3. What data on clients, job orders, referrals, and referral
results is furnished to ADP Personnel Data Systems and/or
OEO? (Please provide samples of such data or reports.)

     How often are these furnished?

     How is this data furnished?

      a) Original hard copy

      b) Assembled in report format

      c) In computer readable form, e.g., keypunched cards or
mark sense forms

Checklist (continued)

II. Data Related To Conduct Of The Experiment

1. Who codes the Job Outline Checklist?

2. Do you have a computer terminal for the submittal of the Client and Self Interview Checklist and the Job Outline Checklist and the receipt of the client-job matches?

3. What are the dates that mark the beginning and end of each phase of the experiment, i.e., the 3 Control Group phases and the 3 CJMS phases?

4. What happens to clients originally entered into the placement process under the Cleff Job Matching phase as regards referrals when the CJMS is "turned off"?

5. While the Cleff system is operating, are referrals to job openings or training being made independent of the Cleff system?

If so, why, and for whom?

6a. Are job orders obtained during a Cleff phase carried over for use in the traditional placement process during the Control phase?

6b. Are all job orders on hand during the Cleff phases entered into the Cleff system? If not, what is the criterion for inclusion in the Cleff system?

7. Was there any selection process used for choosing clients to be entered in the Cleff Job Matching system? If so, what is this selection process?

8. How are job orders obtained?

a) Employers call them in
b) Developed through employer contact by agency staff
c) Furnished by governmental agencies
d) Other

9. Is there a relationship between the job openings being sought and training programs, e.g., job pledges developed for training program graduates?

10. Are job orders obtained by other agencies participating in the Cleff experiment available for referral by your clients?

11. What happens to clients whose job adjustment index is below the cut-off point? How are these clients handled in the placement process?

    What happens to clients whose suitability indices fall below the cut-off point and so do not obtain Cleff job matches?

III Agency Organization Staffing and Functions

1a. How many personnel are in your agency?

b. How many are directly involved in the placement process, e.g., interviewers, counselors, job developers, etc.? Please list by job duty or titles.

c. How many of your personnel have been involved with the Cleff Job Matching experiment? Please list their names, job duties, and length of experience (in years) with your agency.

2. What are the basic functions performed by your agency?

   e.g., Placement
         Training
         Counseling
         Outreach
         Other (please list)

3. What, if any, are the selection criteria used for determining the type of clients your agency provides services to?